

Explanation of the Court's E-Orders Feature and Guide to Preparing Orders for Electronic Upload & Signature

Effective August 15, 2005, Judge Littlefield and the Albany Division of the U.S. Bankruptcy Court for the Northern District of New York will begin mandatory implementation of a new CM/ECF feature known as "e-Orders". Once this feature has been activated, the CM/ECF system will provide you with an additional menu selection called "Order Upload". This new selection will allow you to upload orders electronically for signature by Judge Littlefield.

The steps that you'll follow to submit your orders are very similar to those that you currently follow when filing other documents electronically. (Detailed instructions and screen images are being provided herewith as a separate attachment.)

Initially, this feature will only be in use by the U.S. Trustee and by chapter 7, 12 and 13 Trustees (where orders are submitted in the capacity of trustee/attorney for trustee) and only with respect to cases assigned to Judge Littlefield.

Important: Upon implementation, all orders resulting from calendared matters are to be submitted *subsequent* to the return date. *After 8/14/05*, orders filed prior to a return date or appended to the paper "ECF Chambers Copy" of your motion may not be processed.

Preparation of Orders

The e-Orders program requires that orders be presented as PDF files and that they be formatted in a manner that is conducive to electronic signing. Therefore, it's imperative that orders presented for electronic signature be prepared using the following guidelines:

- There must be a **4" margin** (4 inches of white space) at the top of the first page of the order. This is where the signature will appear;
- The character sequence **###** must appear on the last page of the order - centered and at the end of the text. This signifies the end of the order and will show us that the entire order has been received.
- The order should **never** contain a signature line, block or date.

Please adjust your form orders and form order templates accordingly.

Note: Do not submit ex parte orders electronically. We will continue to require that all ex parte orders (along with any application or motion underlying an ex parte order) be submitted conventionally. *As a result, orders of this nature should be prepared in a conventional manner, using regular margins, date and signature block.*

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Please review the enclosed instructions and contact us with any questions prior to the 8/15/05 implementation date. As always, you are encouraged to try this feature using our test database at: <https://ecf-test.nynb.uscourts.gov>

Please direct any inquiries as to the proper method for preparing or submitting e-orders to the attention of Tom Zdanowicz at (518) 257-1618 prior to filing.